**US Army Corps of Engineers**

# USERS MANUAL
# ACCESS REQUEST

10 May 2002

CEFMS
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CEFMS

Corps of Engineers Financial Management System

# ACCESS REQUEST

Corps of Engineers Financial Management System
(CEFMS)

Users Manual
(UM)
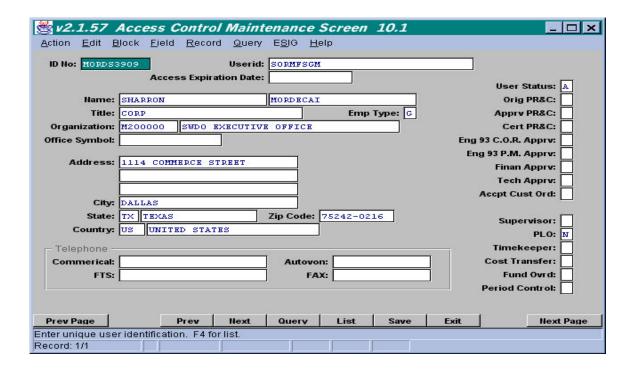
# ACCESS  REQUEST

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# CEFMS ACCESS REQUEST

## OVERVIEW

This document addresses the procedures used to request access to a Corps of Engineers Financial Management System (CEFMS) site and to make modifications to a current user's access. These two scenarios are addressed on the pages that follow. Reference Appendix A for a diagram of the CEFMS Access Request Life Cycle.

## SECTION 1.  ADD AND CHANGE CEFMS ACCESS TO A REMOTE SITE

CEFMS **logon** access to a site is initiated via the Website. If the site grants logon access, a skeleton record is inserted in Access Control. Reference the Access Control Maintenance Screens (10.1, 10.1.1, 10.1.2, and 10.1.3) that follow.

Select <Next Page>.

## v2.1.57  Access Control Maintenance Screen  10.1.1

Action   Edit   Block   Field   Record   Query   ESIG   Help

ID No: MORDS3909     Userid: SORMFSGM     Name: MORDECAI

Receipt Voucher Auditor: [ ]
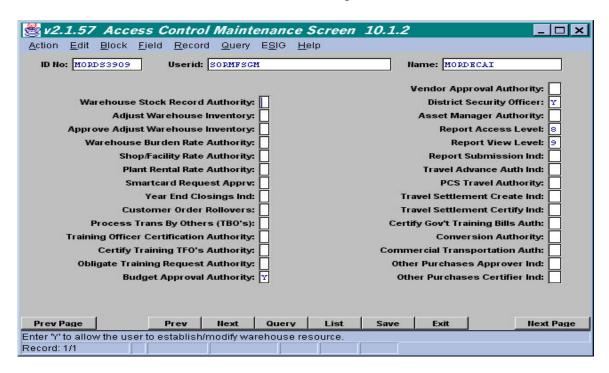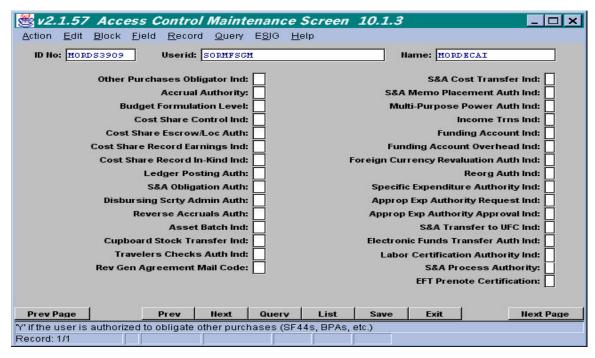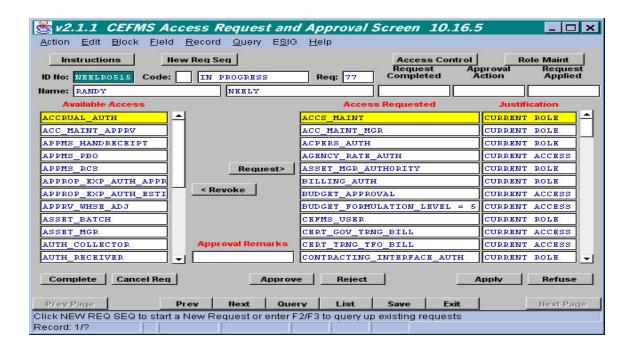Receipt Voucher Certifier: [ ]
Disbursing/Deputy Disbursing Officer: [ ]     Process Receipt Voucher: [ ]
Intra Corps Transfer Authority: [ ]     Labor Distribution Authority: [ ]
Agency Rate Authority: [ ]     Government Order Acceptor: [ ]
Organization Rate Authority: [ ]     Obligation Approver: [ ]
Travel Requesting Official: [ ]     Invoice Creator: [ ]
Travel Approving Official: [ ]     PRC Authorized Assigner: [ ]
Travel Authenticating Official: [ ]     Funding Creator: [ ]
Trav Voucher/L.D. Phone Reviewer Auth: [ ]     Job Order Funding Creator: [ ]
Release of Claims Authority: [ ]     Generate Plant Rental Billings: [ ]
General Ledger Journal Authority: [ ]     Generate Inventory Billings: [ ]
Authorized Property Officer: [ ]     Generate Facility Billings: [ ]
Processing Long Term Revenue: [ ]     Resource Plans/Estimates Approver: [ ]

| Prev Page | | Prev | Next | Query | List | Save | Exit | | Next Page |

Enter 'Y' if the user is a DISBURSING OFFICER or a DEPUTY DISBURSING OFFICER.
Record: 1/1

Select <Next Page>.

## v2.1.57  Access Control Maintenance Screen  10.1.2

Action   Edit   Block   Field   Record   Query   ESIG   Help

ID No: MORDS3909     Userid: SORMFSGM     Name: MORDECAI

Vendor Approval Authority: [ ]
Warehouse Stock Record Authority: [ ]     District Security Officer: [Y]
Adjust Warehouse Inventory: [ ]     Asset Manager Authority: [ ]
Approve Adjust Warehouse Inventory: [ ]     Report Access Level: [8]
Warehouse Burden Rate Authority: [ ]     Report View Level: [9]
Shop/Facility Rate Authority: [ ]     Report Submission Ind: [ ]
Plant Rental Rate Authority: [ ]     Travel Advance Auth Ind: [ ]
Smartcard Request Apprv: [ ]     PCS Travel Authority: [ ]
Year End Closings Ind: [ ]     Travel Settlement Create Ind: [ ]
Customer Order Rollovers: [ ]     Travel Settlement Certify Ind: [ ]
Process Trans By Others (TBO's): [ ]     Certify Gov't Training Bills Auth: [ ]
Training Officer Certification Authority: [ ]     Conversion Authority: [ ]
Certify Training TFO's Authority: [ ]     Commercial Transportation Auth: [ ]
Obligate Training Request Authority: [ ]     Other Purchases Approver Ind: [ ]
Budget Approval Authority: [Y]     Other Purchases Certifier Ind: [ ]

| Prev Page | | Prev | Next | Query | List | Save | Exit | | Next Page |

Enter 'Y' to allow the user to establish/modify warehouse resource.
Record: 1/1

Select <Next Page>.



The user enters the requested CEFMS accesses in the CEFMS Access Request and Approval Screen (10.16.5) that follows.

## 1.1     CEFMS ACCESS REQUEST AND APPROVAL SCREEN

The CEFMS Access Request and Approval Screen (Screen 10.16.5) is used to set both ACCESS_CONTROL indicators and to grant and revoke CEFMS Application Roles.

Changes to CEFMS Access are applied by completing the following three steps:

1.  Enter and complete requested changes to a user's current CEFMS Access

2.  Approve a completed CEFMS Access Request

3.  Apply completed and approved CEFMS Request.

This process starts by generating a new request sequence.  This CEFMS Request Sequence is marked as COMPLETED by the requestor.  After the request has been completed, an approving official reviews the request and approves the request. An applying official then applies the request.  The approving official has the option to reject the request and the applying official has the option to refuse to apply the request.

### 1.1.1     ENTERING A CEFMS ACCESS REQUEST

To generate a new request sequence, select the <New_Req_Seq> option.  The current CEFMS access will appear under the 'Access Requested' column of Screen 10.16.5.

1.  To add new CEFMS ACCESS:

    •  Highlight the desired CEFMS Access under the 'Available Access' column.

    •  Select <Request>.

2.  To remove (revoke) currently held CEFMS Access:

    •  Highlight the desired CEFMS Access under the 'Access Requested' column.

    •  Select <Revoke>.

3. Continue to grant and revoke the CEFMS access desired.  The user may <Save> the request at any time to exit this screen before completing the request.  Once the access requested is correct, select <Complete>, then <Save>.

4. The user may cancel this request sequence at any time (before it is applied) by selecting <Cancel Req>.

## 1.1.2 APPROVING A COMPLETED CEFMS ACCESS REQUEST

The approving official **must** have the ACC_MAINT_MGR application role granted to his user ID.
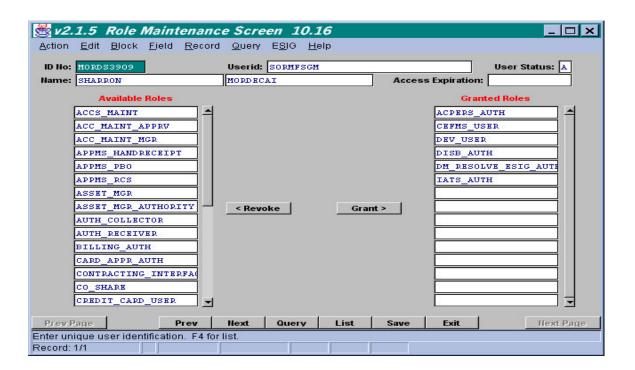
1. Query CEFMS Access Requests searching for the completed requests desired.

2. Review the list of requested CEFMS access under the 'Access Requested' column. This column shows how the CEFMS access will appear after this request sequence is applied.

3. Once the user is satisfied with the requests and justifications, select <Approve>.  If not satisfied with the request, the user has the option to reject the request by selecting <Reject>.

4. Once the user has selected <Approve> or <Reject>, he will be asked to enter the justification.  This is optional when approving a request, but mandatory if rejecting a request.

5. Select <Save> to commit the request approval.

## 1.1.3 APPLYING AN APPROVED CEFMS ACCESS REQUEST

The applying official **must** have the ACCS_MAINT application role granted to his user ID.  **A user cannot serve as approver and applier.**
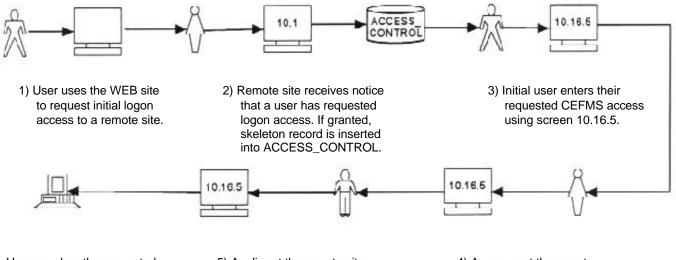
1. Query CEFMS Access Requests searching for the approved request.

2. Review the list of requested CEFMS access under the 'Access Requested' column.

3.  Once the user is satisfied with the requests and justifications, select <Apply>.  If not satisfied with the request, the user has the option to refuse to apply this request by selecting <Refuse>.

4.  If the user selects <Refuse>, he will be asked to enter the justification for refusing this request.  The requesting user will be notified by e-mail.  The rejected request can be modified to satisfy the concerns of the applier.

5.  If the user selects <Apply>, the Access_Control Electronic Signature will be verified and the request sequence marked to be applied.

6.  Select <Save> to commit the access request.

7.  Requested roles will be granted via the Roles Maintenance Screen (Screen 10.16) as displayed below.

8.  The request should now be applied and the sequence completed.

**1.1.4**                    **ACCESS REQUEST SUMMARY**

The diagram below summarizes the user request for CEFMS access to a remote site.



1) User uses the WEB site to request initial logon access to a remote site.

2) Remote site receives notice that a user has requested logon access. If granted, skeleton record is inserted into ACCESS_CONTROL.

3) Initial user enters their requested CEFMS access using screen 10.16.5.

6) User now has the requested CEFMS access at the remote site.

5) Applier at the remote site applies the request and updates ACCESS_CONTROL and grants the roles requested.

4) Approver at the remote site reviews the request and either APPROVES or REJECTS the request. If the request is rejected, the user may modify their request to satisfy the concerns of the remote site.

The diagram below provides a summary of the process to request modifications to current access at a site.



1) User generates a new Request Sequence Number by selecting the New Reg. Seq. button on 10.16.5. After the new request sequence has been generated, the user modifies their access by requesting new access or revoking their current access.

2) Approver at the site either APPROVES or REJECTS the request. User is notified of the decision via e-mail.

3) Applier at the site either Applies or Refuses to Apply the Approved request. User is notified by e-mail.

**1.2**                    **REQUEST STATUS CODE**


        The status of each requested access is displayed in the 'Code' field.  Refer to the table below for a list of valid status codes.


# USER ACCESS REQUEST
# REQUEST_STATUS_CODE

**CODE**         **DESCRIPTION**
 ----------       ---------------------------------------------

<null>          Request still in progress and is not completed

C               Complete; user has completed their request

X               Canceled; request sequence has been cancelled by the user

A               **A**pproved; Request sequence has been Approved by the site

R               **R**ejected; Request sequence has been Rejected by the site

P               a**P**plied; Request sequence has been Completed by the user
                    and **A**pproved and a**P**plied by the site.  The access
                    request should now be in effect

RP              Refused to aPply; Site has Refused to aPply the request sequence


XA              Archived **A**pproved; Request had been Approved but was canceled

XR              Archived **R**ejection; Request had been Rejected but was canceled
                    instead of being modified to resolve the rejection concerns

XP              Archived Refusal to a**P**ply; Request was approved but the site refused to apply the
                    request.  The request sequence was then cancelled instead of being
                    modified to satisfy the refusal

**SECTION 2.0  ACCESS CONTROL REQUEST MANAGEMENT SYSTEM (ARMS)**

1.  The Access Control Request Management System (ARMS) is an internal functionality of CEFMS and will be available 15 May 2002.  This new functionality provides an automated means to manage requests and approvals for access to your CEFMS Application.  This new functionality addresses AAA recommendations fo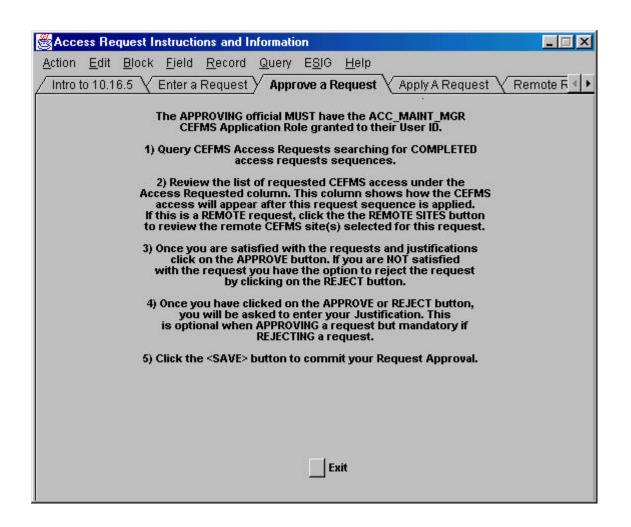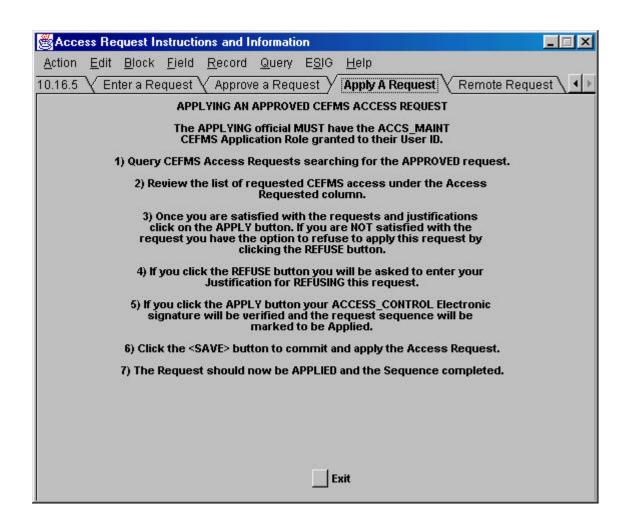r records management of access control.  At this time the new functionality is optional and the current access screens will be available.   All users should become familiar with the new procedures as the current screens will be obsolete in the future.


2.  To utilize the system,  sites will need to grant roles to the users delegated  the responsibility for approving and applying access requests.   CEFMS users will make their requests on-line and the users granted the responsibility through the role, acc_maint_mgr, are then required to approve or reject the request.  If the request is approved, the final step is for the user granted the Accs_maint role to apply the request. The Accs_maint role currently provides update/insert to the current access control screens.  With the new system,  this role also allows a user granted the role to apply a new request to your database.  We recommend that you review users currently assigned accs_maint role to ensure the appropriate users have this role. Another new role, Remote_access_request_auth, will be implemented with ARMS next week.  This role should be granted to users  with the responsibility for copying employee records from a remote site through screen 10.181.  The current grant role screen, Role Maintenance 10.16, is available for granting these roles.


3.  Current CEFMS users may use the system to request access to one, multiple or all sites at once.  When the approver approves the request,  the request is automatically pushed to the remote site(s).  When a remote site receives a remote request, the remote site has the option to approve/apply or rejects the request. A record is maintained in  the remote database of all requests received and any additional action taken for the requests.  Additionally a record is maintained on the user's home database of changes made to their home access control record, which approved and applied the changes and the dates the changes were done.  This feature is in response to the AAA finding that sites were not maintaining records of changes made to access control records.

4. If a user requests access from multiple sites and one or more sites are not available then the requests will be sent to the available sites and the system will continue to send the remaining requests until all are successfully sent.  Note, the timing required to send requests for various situations like database availability should be considered.  Do not report lost requests until you have verified your system has not been available for at least 30 minutes since the requests was sent and that the request was approved at the remote site.  Simply requesting remote access does not send a request; it must be approved locally first.

5. The new 10.16.5 screen allows you to request, approve and apply permission requests without needing to know which are roles or access indicators.  Automatic email notifications are sent utilizing the email addresses currently stored in CEFMS for each stage of the process. New access records as of this date are set to expire 12 months from there apply date.

6. ARMS will contain on-line user instructions.  These instructions may be reviewed from the access request screen 10.16.5 by selecting the button near the top named "instructions".  Copies input below. Users may also select the access control fields within this form to review descriptions for the various access permissions.  Simply place the cursor on the access permission and double click the left mouse button.  The CEFMS User Manual will be on-line and available for review Friday, 10 May at http://rmf31.usace.army.mil/cefmsdoc/

**Access Request Instructions and Information**

Action  Edit  Block  Field  Record  Query  ESIG  Help

Intro to 10.16.5 \ Enter a Request \ Approve a Request \ Apply A Request \ Remote R ◄ ►

**SCREEN 10.16.5  CEFMS ACCESS REQUEST AND APPROVAL SCREEN**

**This screen is used to set ACCESS_CONTROL indicators and
to grant and revoke CEFMS Application Roles.**

**Changes to CEFMS Access are applied by completing the following three steps:**

**1) ENTER and COMPLETE requested changes
to a users current CEFMS Access**

**2) APPROVE a Completed CEFMS Access Request**

**3) APPLY Completed and Approved CEFMS Request**

**This process starts by generating a New Request Sequence. This CEFMS
Request Sequence is marked as COMPLETED by the requestor. After the
request has been completed; an approving official reviews the request
and APPROVES the request. An applying official then APPLIES the request.
The approving official has the option to REJECT the request and the
applying official has the option to REFUSE to apply the request.**

Exit

**Access Request Instructions and Information**

Action   Edit   Block   Field   Record   Query   ESIG   Help

10.16.5 \ **Enter a Request** \ Approve a Request \ Apply A Request \ Remote Request \ ◄ ►

### ENTERING A CEFMS ACCESS REQUEST

1) Generate a NEW REQUEST SEQUENCE by clicking the
NEW_REQ_SEQ button.

2) The current CEFMS access will appear under the
Access Requested column of screen 10.16.5.

3) To add new CEFMS Access:
A) Highlight the desired CEFMS Access under Available Access
B) Click on the REQUEST> button

4) To remove (revoke) currently held CEFMS Access:
A) Highlight the desired CEFMS Access under Access Requested
B) Click the <REVOKE button

5) Continue to GRANT and REVOKE the CEFMS Access desired.
You may <SAVE> your request at anytime in case you need
to exit this screen before completing your CEFMS access request.

6) Once your Access Request is complete, click the COMPLETE button
and then click the <SAVE> button.

7) You may cancel this Request Sequence at any time (before
it is APPLIED) by clicking the Cancel Req button.

Exit

**Access Request Instructions and Information**

Action  Edit  Block  Field  Record  Query  ESIG  Help

| Intro to 10.16.5 | Enter a Request | **Approve a Request** | Apply A Request | Remote R |

The APPROVING official MUST have the ACC_MAINT_MGR
CEFMS Application Role granted to their User ID.

1) Query CEFMS Access Requests searching for COMPLETED
access requests sequences.

2) Review the list of requested CEFMS access under the
Access Requested column. This column shows how the CEFMS
access will appear after this request sequence is applied.
If this is a REMOTE request, click the the REMOTE SITES button
to review the remote CEFMS site(s) selected for this request.

3) Once you are satisfied with the requests and justifications
click on the APPROVE button. If you are NOT satisfied
with the request you have the option to reject the request
by clicking on the REJECT button.

4) Once you have clicked on the APPROVE or REJECT button,
you will be asked to enter your Justification. This
is optional when APPROVING a request but mandatory if
REJECTING a request.

5) Click the <SAVE> button to commit your Request Approval.

Exit

**APPLYING AN APPROVED CEFMS ACCESS REQUEST**

**The APPLYING official MUST have the ACCS_MAINT
CEFMS Application Role granted to their User ID.**

**1) Query CEFMS Access Requests searching for the APPROVED request.**

**2) Review the list of requested CEFMS access under the Access
Requested column.**

**3) Once you are satisfied with the requests and justifications
click on the APPLY button. If you are NOT satisfied with the
request you have the option to refuse to apply this request by
clicking the REFUSE button.**

**4) If you click the REFUSE button you will be asked to enter your
Justification for REFUSING this request.**

**5) If you click the APPLY button your ACCESS_CONTROL Electronic
signature will be verified and the request sequence will be
marked to be Applied.**

**6) Click the <SAVE> button to commit and apply the Access Request.**

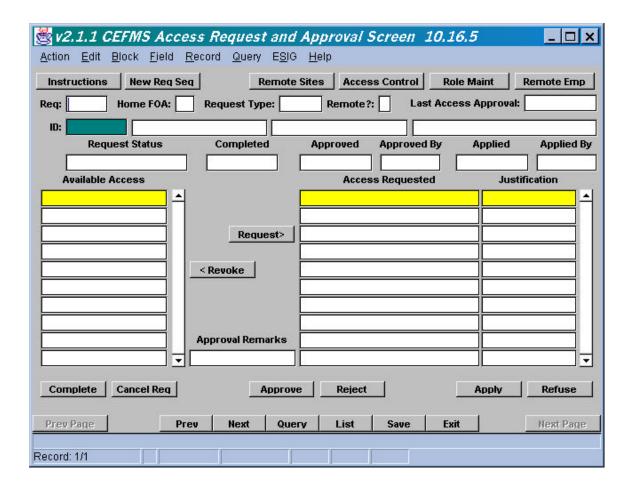**7) The Request should now be APPLIED and the Sequence completed.**

Exit

7. Overview of Access Control Requests Management System (ARMS) Steps:

You may access this screen through the smartscreen option of the CEFMS menu by inputting the screen number 10.16.5 or you may access the screen through the data manager pages.

v2.1.1 CEFMS Access Request and Approval Screen  10.16.5

a.  The first step is to initiate or receive a new access request from a user.  New requestors must already have a valid USACE UPASS account and be granted cefms_user to enter CEFMS and make a request.

 1. If a user is a current employee on a remote site database their employee and access control header record may be copied through 10.181.  The employee may request a remote access request at anytime but the acct_maint_mgr/approver from the user's home site must approve the remote request before it will be pushed to the remote site. The employee header record must exist before the request may be applied at the remote site. The user with remote_access_request_auth role at the remote site must pull the employee record to their database utilizing screen 10.181.Then the acct_maint may apply the request in screen 10.16.5 which will activate and complete this request. Note: In most cases it's presumed the user with acct_maint role will also have remote_access_request_auth role granted.

 2. If the user is a new USACE employee they will need a UPASS account established first by the UPASS administrator and the cefms_user role granted.  Then their employee record will be generated through the personnel

interface as currently done.  Acc_maint_user must create the header access record in screen 10.1.  Once the headers are created the user will be required to enter a detailed access request in screen 10.16.5. and submit the request through the approval process.

 3. If they are a new user and not an USACE employee (possibly a contractor employee) they will need a UPASS account established first by the UPASS Administrator and the cefms_user role granted.  Then the acper_auth user will need to create an employee header record in screen 10.224 and the acc_maint user will need to create a header access record in screen 10.1 for this user request.  Once the headers are created the user will be required to enter a detailed request in screen 10.16.5. and submit through the approval process.

b.  A user granted the acc_maint_mgr role approves the request.  The approver electronically signs this record.

c.  A user granted the accs_maint role allowing them to apply the approved request applies the approved request to the database.  The applying official signs this record. Within this step the approved roles are actually granted and the approved indicators are actually assigned to the requestor within the database.  It is transparent to users within 10.16.5, the access request form, whether the requested permission is a database role or an access control indicator.

7.  Email is automatically sent to the requestor, approver and applying official during each step of the process if they have an email address loaded into CEFMS.  If no address is loaded the system will function properly but no mail will be sent.  Currently the email addr is maintained in screen 10.131, Employee Travel Information Screen.

8.  The buttons named remote sites is new and links to the new screen 10.16.7, CEFMS Remote Access Request Screen, see below.  The buttons named access control screen links to screen 10.1, access control; role maintenance links to screen 10.16 Role Maintenance Screen; remote employee links to screen 10.18.1 Remote Employee Access Retrieval.

9.  New Request Sequence is the button to initially select to input a new request.

10.  Request Types are:
c = request is completed by the user
a = request is approved by site
r = request is rejected by site
p = request is applied by site
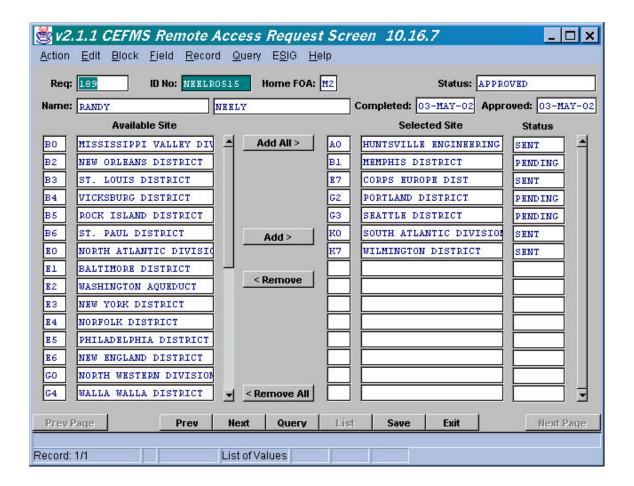x = request is canceled by user
rp = site refuses to apply request
xa = archived approved request
xr = archived rejected request
xp = archived request site refused to apply

11.  Remote? Button values are y = a remote site request; blank indicates a local request.

12.  The justification field must be entered when a user is requesting access.  The approved remarks field must be entered when a request is being rejected or refused. Double click your left mouse button to expand and complete this field.

13.  The complete button is clicked when the requestor is ready to commit their request. Therefore the user clicks new request sequence and chooses the appropriate access and when complete clicks the button indicating they are finished with this request. The user must then choose save.

14.  The cancel request button is used when a requestor wants to cancel their request. This request can be canceled anytime before the request is applied.  It can be cancelled if it has been approved.

15. Remote Access: You must have a remote request record loaded on the screen 10.16.5, Access Request and Approval, to select the button named remote sites. This button, remote sites, takes you to screen 10.16.7, Remote Access Request Screen.  When this screen appears you may choose add all to select all sites that you wish to send a request for access to; you may remove or select one or more sites; or you may remove all sites from your request.  You must save your selection to save the changes you selected before exiting this form.

## v2.1.1 CEFMS Remote Access Request Screen 10.16.7

Action  Edit  Block  Field  Record  Query  ESIG  Help

| Req: 189 | ID No: NEELRO515 | Home FOA: M2 | Status: APPROVED |

| Name: RANDY | NEELY | Completed: 03-MAY-02  Approved: 03-MAY-02 |

**Available Site**

| BO | MISSISSIPPI VALLEY DIV |
| B2 | NEW ORLEANS DISTRICT |
| B3 | ST. LOUIS DISTRICT |
| B4 | VICKSBURG DISTRICT |
| B5 | ROCK ISLAND DISTRICT |
| B6 | ST. PAUL DISTRICT |
| E0 | NORTH ATLANTIC DIVISIO |
| E1 | BALTIMORE DISTRICT |
| E2 | WASHINGTON AQUEDUCT |
| E3 | NEW YORK DISTRICT |
| E4 | NORFOLK DISTRICT |
| E5 | PHILADELPHIA DISTRICT |
| E6 | NEW ENGLAND DISTRICT |
| GO | NORTH WESTERN DIVISION |
| G4 | WALLA WALLA DISTRICT |

Add All >    Add >    < Remove    < Remove All

**Selected Site**    **Status**

| AO | HUNTSVILLE ENGINEERING | SENT |
| B1 | MEMPHIS DISTRICT | PENDING |
| E7 | CORPS EUROPE DIST | SENT |
| G2 | PORTLAND DISTRICT | PENDING |
| G3 | SEATTLE DISTRICT | PENDING |
| KO | SOUTH ATLANTIC DIVISION | SENT |
| K7 | WILMINGTON DISTRICT | SENT |

Prev Page    Prev    Next    Query    List    Save    Exit    Next Page

Record: 1/1    List of Values

16. As of this date, no reports have been developed for this new access request functionality. However, below are the tables you may query to obtain the data your site needs to maintain these records.

user_access_request - The initial request. This request and each consecutive request are stored in the database by sequence number.

user_access_request_detail - Contains request details by request sequence number.

user_access_request_site  - For each remote request sequence number this table identifies the request to the home database site and remote database sites.

access_control – The current approved/applied access record for each CEFMS user in your database.

17. Additional Business Rules:

- A user can not be an approver and an applying official
- A user can not approve or apply their access request.
- A user can not submit a new request (new sequence no) until previous request (sequence no) for that user is canceled, approved and applied or rejected.
- A previous access control record that was not signed must be remac'd before a new request can be approved.
- Users must have a valid ESIG card and login with their ESIG card to sign an approval or apply access control record.
- Users must be granted the appropriate roles to approve or apply a request and to copy remote employee records.
- You must create a header access control record for new users if their record is not being copied in from a remote site.
- You must copy or create an employee record for user's requesting remote access.
- The system will allow a user to request access for another user.
- Once any new records are created from this date the record will expire within 12 months and the user must submit a new request.

# APPENDIX A

# CEFMS Access Request Life Cycle    (as of 07-Nov-2001)

User logs onto site with basic access granted to request all the access desired at that site or logs onto their home site to request a change to their current access (request new access or to revoke some particular current access).

If this is a new user to this site, their basic information will be entered into screen 10.1 (Access_control Data Manager screen) and loaduar.prc will be executed from 10.1. If this is a current user they will go to screen 10.16.5 (accreqst.fmb) and select the NEW REQUEST SEQ button which will execute loaduar.prc.

**loaduar.prc**
**Stored Procedure populates**
**USER_ACCESS_REQUEST**
**based on ACCESS_CONTROL**
**and APPLICATION_ROLES**

User now has a new Access Request Sequence, which will contain both their current indicators from ACCESS_CONTROL and their current roles from the APPLICATION_ROLES tables.

USER_ACCESS_REQUEST

USER_ACCESS_REQUEST_DETAIL

User now selects the indicators and roles they are requesting or selects the indicators and roles they wish to have

revoked. When they have completed their request they mark the sequence as COMPLETE.

Appropriate person at the site reviews the Completed request using screen 10.16.5 and either

10.16.5

marks the request as APPROVED or REJECTED. Remarks are optional when APPROVED but are REQUIRED if the request is REJECTED.

No

APPROVED?

Yes

User is notified by e-mail that the request has been REJECTED. User can then modify the request to satisfy the concerns of the approver.

Requestor is notified by e-mail that their request has been approved.

Requestor is notified by e-mail that the request has been applied.

NO    APPLIED?    YES

Request Cycle Completed

User notified by email that the request was refused. User can modify request to satisfy the concerns of the applier.

A-1